

May 2020 Executive Committee Minutes

May 11, 2020

Agenda

May 11 & 13, 2020 E-meeting (ZOOM)

Monday, May 11 Executive Committee

11-1:00 CDT

(second Executive Committee meeting after conclusion of Board meeting on May 13th if needed)

- Welcome and review of the agenda
- Approval of meeting minutes & minutes of online activity
- 2020 Budget Update
- 2021 Salt Lake City conference budget approval (do we need local person for this, or is the work with local team offline??) –realize this is ‘normal’ budget; alternative budgets worked on later as we know more about January
 - Stipend for Innovations editor call
 - New Business Items

Minutes

In attendance:

Gil Naizer: President

Valarie Akerson: Past President

Debi Hanuscin: President Elect

Ian Binns, Emily Dare, and René Schwartz: Senior Board Members at Large

Kate Popejoy: Executive Director

Commenced 12:00 EDT.

Gil welcomed everyone as all checked in with each other. Norms for meeting via Zoom discussed. Will vote in the Chat. Meeting being recorded

Minutes from Jan. 11, 2020 and Online Activity Minutes presented by Gil. Val moved for approval, with second from Ian. Passed unanimously.

ASTE 2020 Budget discussed briefly. Kate still working out details with Bob. Should have final version very soon via email. Substantially helped by \$28K in revenue from 2020 conference.

Briefly worked through the 2020 Conference budget, highlighting where ASTE was able to bring in revenue. High amount of sponsorships from Texas institutions. Allowed for more robust breaks and reception. Hotel was also very accommodating on costs.

2021 Conference discussion.

- Kate shared the contingency file she created with varying attendance numbers (400 down to 300). ASTE has minimums in the hotel contract that have to be met. For example, \$40K in food to keep free meeting rooms. We can break even at just over 400 attendees. If we dropped significantly, we might be able to use fewer than 12 meeting rooms, but that doesn't really help us as those rooms already are "free".
- Options range from full face-to-face, to full virtual, to only some sessions online (plenary, business meeting, awards), and to complete cancellation. Full Board will discuss tomorrow as well.
- We have *force majeure* clause in hotel contract which lets us withdraw due to pandemic.
- NSTA has helped some organizations to move online, so they might be able to help us (Debi Hanuscin)
- Timing of decision: By mid-September? Or wait until November?
- Need to survey membership to find their plans.
 - Could do as part of Grand Unified Member Survey, but not deploying until fall.
 - Consensus was that it should be a separate survey so people will complete it.
- Exec Committee will work with Kate as hotel contract is renegotiated.

Innovations journal editor discussion

- René Schwartz, co-chair of Pubs cmte, stated that she and Meg Blanchard (co-chair) discussed with current editors, and they felt that the \$10K compensation was appropriate to the work load. Lots of work. No publisher to assist.
- Discussion: this is a different journal from JSTE (\$7500/year), but more than the Newsletter (\$1600/year) or CITE Section editor (\$800/year) positions. Debi Hanuscin suggested that we look at other ways to compensate (memberships, registrations, etc.) Kate will gather all data and share (see Appendix 1). No revenue from the journal, so a service to ASTE members.
- René, co-chair of the Publications Cmte, suggested a three contract, rather than five years. Will discuss with committee overnight and bring information to full Board meeting tomorrow.
- René moves to offer a \$10K annual stipend in the updated call for *Innovations* editors. Ian seconds. Passed unanimously.

Meeting adjourned 13:12 EDT.

Appendix 1. Editor Compensation

Role	Term	Total Annual Stipend	Membership? (\$125 value)	Conf Reg &/or Travel	Frequency	Annual Total as of 2020
JSTE Editor(s)*	5 years	\$7,500	No	\$1500 for travel	Paid 1x/year	\$23,000
CITE Section Editor(s)	3 years	\$800	Yes	No	Paid 1x/year	\$1,050
Newsletter Editor(s)	3 years	\$1,600	Yes	No	Paid 2x/year	\$1,850
Innovations Editor(s)	5 years (changed to 3 years in 2021)	\$10,000	Yes	No	Paid 2x/year	\$10,250

*JSTE Editor team receives \$14,000/year to support a Managing Editor, for a total of \$23K/year

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May 13, 2020

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Gil Naizer: President

Valarie Akerson: Past President

Debi Hanuscin: President Elect

Ian Binns, Emily Dare, and Reneé Schwartz: Senior Board Members at Large

Kate Popejoy: Executive Director

John Rhea: Director of Electronic Services (first few minutes for questions)

Commenced 12:15 EDT.

John was asked if features discussed at Board meeting can be added to the redesigned web page. Yes, though may have budget repercussions. John then left the meeting.

Debi moves that the Executive Committee approve the web page redesign budget of \$20K, including essential, recommended and ideal components. Seconded by Valarie. Passed unanimously.

Kate will work with John on particulars of payment, incentives, etc. The MOU will then be passed on to the presidential team for final look.

